

File: DJE

## **PROCUREMENT REQUIREMENTS**

Procurement practices shall attempt to secure the best quality at the best price. Purchases of materials, equipment, and all contracts for construction or maintenance that are:

- 1) in excess of \$50,000 will be based upon competitive bidding;
- 2) between \$10,000 and \$50,000 shall require the procurement officer to attempt to secure 3 quotes for all materials, equipment, or services;
- 3) Less than \$10,000 shall require the use of sound business practices.

An effort will be made to procure multiple bids for all purchases in excess of \$50,000.

Bidding procedure - bid advertisements will include invitation for suppliers to request placement on the bid distribution list. Bids, containing all specifications, will be distributed to all suppliers on the list.

Suppliers must submit their bids in sealed envelopes, addressed to the Superintendent and plainly marked with the name of the bid and the time of the bid opening. Suppliers may withdraw their bids prior to the scheduled time of the opening of the bids. Bids will be opened in public at the time specified, and all bidders will be invited to be present. Any bid received after the time and date specified will not be considered. All bids will remain firm for a period of 30 days after opening.

When recommending acceptance of a bid, the Superintendent will inform the School Committee, whenever possible, of the competitive price of a reasonable substitute for the item specified.

The Committee reserves the right to reject any or all bids and to accept the bid that appears to be in the best interest of the District. The Committee reserves the right to waive any informality in, or reject any or all bids or any part of any bid.

The bidder to whom an award is made may be required to enter into a written contract with the District.

LEGAL REF.: M.G.L. [7:22A](#); [7:22B](#); [30B](#)

CROSS REF.: [DJA](#), Purchasing Authority

*This policy was updated and approved by the Hingham School Committee on 4/25/22*